



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PATIENT GIFT GIVING, TRADES AND EXCHANGES

Effective Date: August 15, 2007

Policy #: TX-28

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- I. PURPOSE:** To address issues related to buying, selling, trading, or gift giving of personal property or money involving people receiving services at Montana State Hospital.
- II. POLICY:** Hospital staff will make every reasonable effort to prohibit people receiving services at Montana State Hospital (patients) from:
- a.** buying personal property from other patients
 - b.** selling personal property to other patients
 - c.** trading or exchanging personal property
 - d.** giving money to other patients

When staff discovers that such exchanges or trades have occurred staff will make reasonable efforts to return the property or money to the original owner.

Hospital staff will evaluate patient requests to give money, property, or gifts to family, friends, charities, or other individuals or organizations outside of the Hospital. Such requests may be approved if they are reasonable, such as a birthday present or holiday gift, and affordable by the patient.

III. DEFINITIONS: None

IV. RESPONSIBILITIES:

All MSH staff members are responsible for following the policy.

V. PROCEDURE:

Staff with knowledge of a transaction, trade, sales, etc. between patients will take reasonable action to prevent the transaction or return property and money to the original owner. Staff will notify supervisors of actions taken and documentation will be entered in the progress notes.

VI. REFERENCES: None

VII. COLLABORATED WITH: Clinical and Administrative Management Staff

VIII. RESCISSIONS: #TX-06 *Gifts, Sales, Trades, and Solicitation* dated July 28, 2004.

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Susan Beausoleil Date
Director of Nursing Services